4. Menu Screen

4.1 Summary

To gain access to the Menu screen (Figure 4.1), you must have already completed the opening procedure as explained in Section 1 and successfully logged in as explained in Section 2. Use the Menu screen to get to whatever function screen you need for entering or viewing Metrics information.
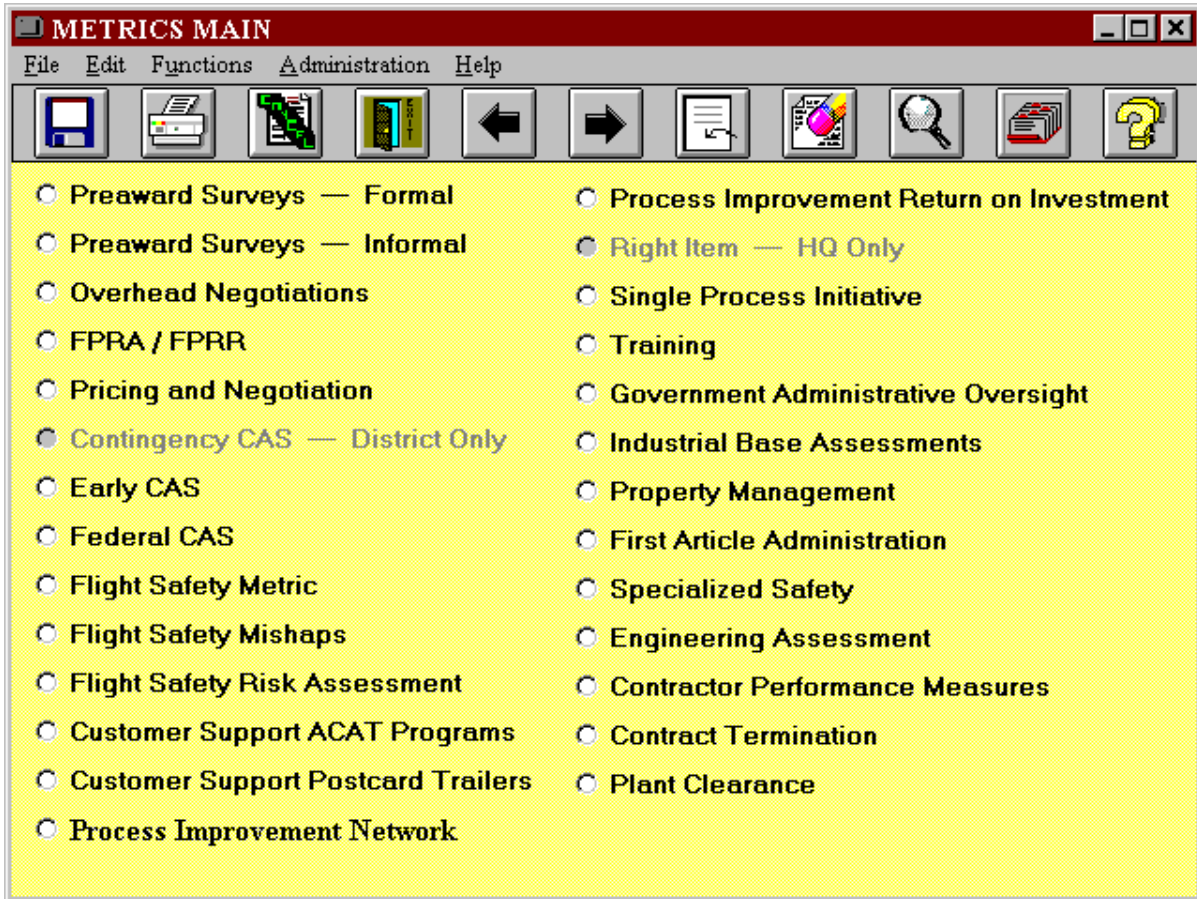

Figure 4.1 Metrics Menu Screen

4.2 Moving to a Function Screen

To move to the function you want, communicate your choice to the computer. You do so by double clicking the function (name or circle) that you want. Section 7.1 explains how to navigate from one function screen to another. *Note: You cannot open functions that are grayed out (i.e.; Contingency CAS - District Only and Right Item—HQ Only).*

4.3 Returning to the Menu Screen

You can return to the Menu screen from any Metrics function screen by clicking on the Menu screen icon. Once displayed, select by double clicking the function (name or circle) that you want to open.